

# Online Recruiting: Job Structure Fact Sheet

## Family, Field and Occupation

### WHAT?

### Jobs are organised by...



Within the system always select an entry with all three levels defined. Entries will be visible with only **Family** or **Family > Field** defined. Please select only those with:

**Family > Field > Occupation**

Job Family	Job Field	Occupation	
Academic			Select
Academic	Researcher		Select
<b>Academic</b>	<b>Researcher</b>	<b>Postdoctoral Fellow</b>	Select

### WHY?

### The benefits are...

#### For the Candidate

They can subscribe to job alerts and receive automatic notification when any new jobs arise in their family or field of interest.

#### For the University

The system can tailor many features including available options, types of correspondence and approvals based on family or field.

HR can report on trends by family, field or occupation.

**Your Preferences**

**Employment Preferences**

Please specify your preferences such as the job to your professional interests. You can choose...

You must select at least one value in the section.

**Job Family**

Job Family:

Job Field:

**Job Family Preferences**

**Available Job Fields**

Job Family	Job Field
Human Resources	
Human Resources	HR Adviser
Human Resources	HR Adviser
Human Resources	HR Adviser
Human Resources	HR Adviser

### The Impact of 'User Group'

Your User Group, which is assigned based on Division, informs which job families you see. For example, someone in the Financial Services Division would not see the Academic Job Family.

# HOW?

use **ONE** of these steps...

## Find the right option...

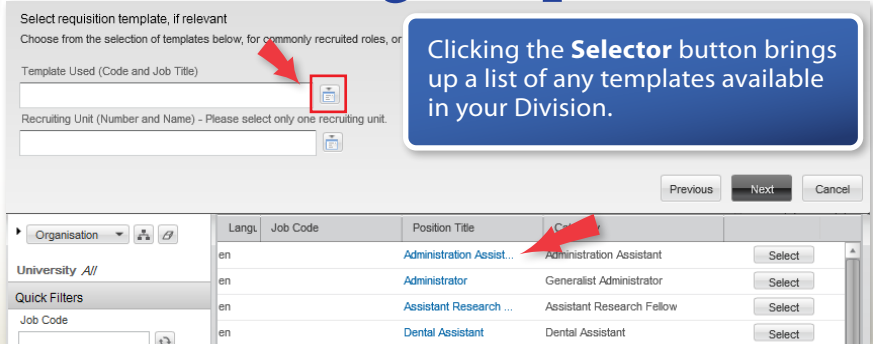
### 1 Use a Template

Starting with a template speeds the requisition process by pre-filling it with some data, including the Job Family structure. You can always edit as needed.

Templates are available for many key positions.

**Reference Manual:**

For more detailed instruction on using the Selector button refer to [Blue pg 4](#)



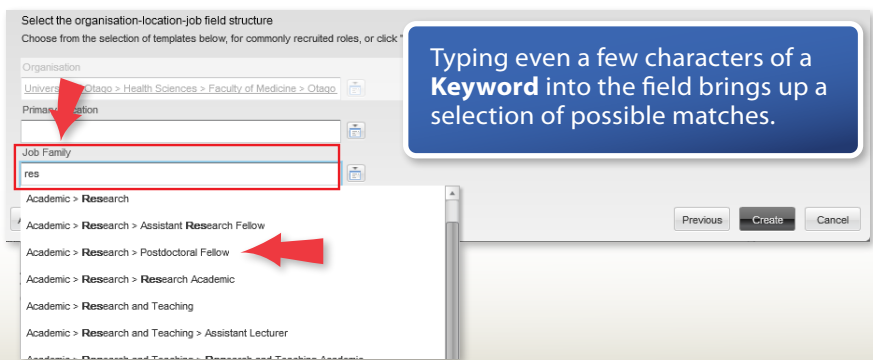
### 2 Use a Keyword

If there are no appropriate templates available, move forward in the process and use a keyword to find the Job Family.

For example, for a Postdoctoral Fellow, you might try the keyword: **Research**

**Reference Manual:**

For more detailed instruction on using keywords refer to [Blue pg 5](#)



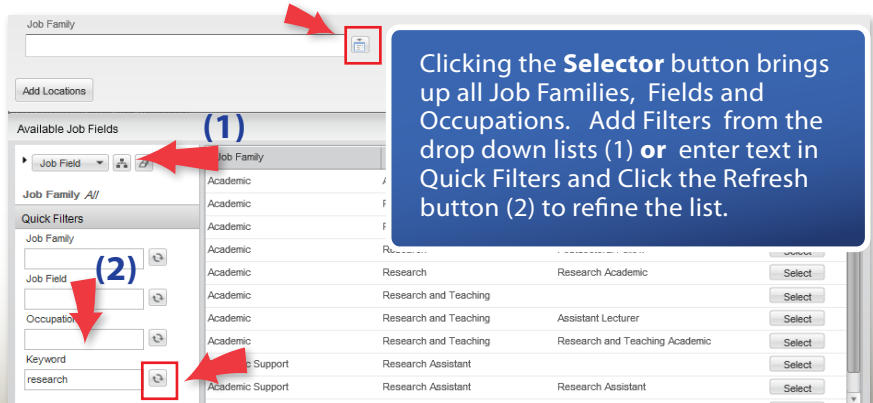
### 3 Use a Filter

Alternatively, view all options relevant to your Division, then use Filters to further focus your search.

You can add filters at the Job Family, Field or Occupation level as well as apply a basic Keyword filter.

**Reference Manual:**

For more detailed instruction on using filters refer to [Blue pg 4](#)



# HELP?

## Take advantage of resources...

### Use the webpage

There is a webpage on the **HR website** where you can view all occupations grouped by Job Family.

A link to the webpage is located in the **HR toolkit** under '**Other Useful Tools**' on the right hand sidebar.

### Ask a Question

Locate the **Ask a Question** section at the bottom of the Human Resources website.

Enter...

**Your Contact information**

**TOPIC:** Recruitment

Then add a question including a brief description of the position.

### Give Us a Call

If you would like further support, contact us by phone or email.

**Phone:** 479 8275

**Email:** [yourcareer@otago.ac.nz](mailto:yourcareer@otago.ac.nz)

Keep in mind we can also help you create new templates to suit your needs.